



WILD HORSE PASS

JOB TITLE:	Liaison Officer
LOCATION:	Wild Horse Pass
COMPENSATION:	\$56,383-\$75,123
HOURS OF WORK:	40+ hours a week- Some Nights and Weekends
REPORTS TO:	General Manager

Position Summary: The Liaison officer is responsible for communicating and coordinating with public safety department, regulatory agencies, and other related groups regarding the activities and events at the WHP destination. The Liaison Officer will do so by serving as an official go-between for senior officials of all organizations. This role will act as the middle person between our business and the other entities to streamline operations, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible.

Job Duties & Responsibilities:

- Coordinates with public safety departments, regulatory agencies, security companies, transportation providers, other related groups and destination stakeholders for special events and activities
- Works with other planners in the development of traffic plans
- Works with the regulatory agencies in ensuring permits are obtained
- Works with security, public safety and event planners on crowd management and safety
- Works with other event and public safety planners in the development of Event Action Plans (EAPs)
- Onsite support and execution of the EAP
- Primary point of coordination between the event command and control and stakeholders
- Communicates changes to stakeholders during events
- Attends event planning meetings
- Participates in "After Action" meetings and reports
- Collects and analyzes event-related data for improvements to plans
- Serves as point of contact for inquiries related to events, accidents, investigations, etc.
- Performs security assessments and develops emergency response plans for destination and other WHPDA entities
- Attends and participates in staff meetings
- Attends and reports at WHPDA Board meetings
- Maintain thorough knowledge of the business, as well as an understanding of how that impacts the other entities of contact
- Monitor, coordinate, and communicate the strategic objectives of the business
- Collaborate and communicate successfully with other entities outside of the business
- Work with other staff members to develop a greater understanding of the business and any issues that arise
- Develop and foster relationships with the community, stakeholders, and other entities
- Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the business and the other entity
- Compile reports about particular incidents, events, or updates about an important issue for the business
- Proactively solve conflicts and address issues that could occur between the business and the other entity



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- Promptly respond to incidents and other events as necessary
- Act as a positive representation of the business to the community

Key Qualifications – Education & Work Experience:

- Associate's degree required (Bachelor's degree preferred)
- 2+ years of experience in a related role
- Basic ICS-100, 200, 700, 800
- Advanced ICS-300, 400
- E/L 956 All-Hazards Liaison Officer
- Competent in the National Incident Management System (NIMS) and experienced in the Incident Command System (ICS)
- Desired FEMA All Hazards Liaison Officer credential

Knowledge Skills & Abilities:

- Friendly and professional demeanor
- Exhibit a high level of professionalism
- Customer-oriented attitude
- Ability to establish and nurture beneficial business relationships
- Self-motivated with a willingness to take initiative and solve complex problems
- Capability to negotiate with and influence others
- Must be able to communicate effectively both verbally and in writing
- Knowledge of and understanding of correspondence requirements in a political environment
- Self-motivated with a willingness to take initiative and solve complex problems
- Capability to negotiate with and influence others
- Basic math skills and calculations (e.g., Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.)
- Must act with diplomacy and tact
- Knowledge of appropriate safeguards for protecting confidential data
- Demonstrate the ability to multi-task
- Demonstrate organization and time management skills
- Must have ability to exercise sound independent judgment

Computer Skills: Microsoft Word; Microsoft Excel; Microsoft Outlook; Internet Explorer; basic knowledge project management software.

Language Ability: Ability to read and comprehend simple/complex instructions, correspondence, and memos. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write internal and external correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.



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Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in all formats and deal with both abstract and concrete variables.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed both inside and outside on a regular basis, in most weather conditions.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for an entire shift/extended period of time. The employee occasionally is required to stand; and bend, climb, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 15 pounds, and occasionally lift and/or move up to 25 pounds.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- This position has no supervisory responsibilities.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Questions – Contact:

Human Resources

Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources

5350 North 48th Street, Suite #310

Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Employee signature below constitutes employee's understanding of the requirements, functions and duties of the position.

Sign: _____ Date: _____

Print: _____